

Adding a Tag to a Group

Tags allow you to run reports on assessments of a group's content. That is, tagging a group refers to the group's controls and related risks. Tags allow you to gather information using questionnaires, run automatic checks, execute policy awareness campaigns, and so on.

When a user owns the permission to create a group, that user automatically has the access to add, update, or delete a tag associated with a group.

To tag a group:

1. On the **Content** menu, click **Controls and Questionnaires**. (On the **Risks** menu, click **Controls and Questionnaires**. On the **Content** menu, click **Questionnaires**.)
2. Select the folder that contains the group. The contents of the folder will be displayed in a table.
3. Select the group folder.
4. In the **More** actions, select **Details**.
5. Click the **Tags** tab. The tag table displays.
6. Click **New**. The **new tag** dialog displays.
 - Select the tag category or create a new one.
 - Select a tag or create a new one.
 - Click OK.